

1. On Pages, select Create Document.
2. Select BASIC Blank.
3. Tap the Paintbrush.
4. Under Style, change the font size to 12 and the font to Times New Roman.
5. Go back to Style.
6. Select Layout.
7. Change Line Spacing to 2.
8. Tap to go back to the document.
9. Type your name, and tap the return key.
10. Type my name, and tap the return key.
11. Type English 12, and tap the return key.
12. Type the DUE DATE in MLA format (11 April 2014), and tap the return key.
13. On the tool bar above the keyboard, select the icon with lines and select Center.
14. Type your title, and tap the return key.
15. On the tool bar, select Align Left.
16. Type the word Thesis with a colon --> Thesis:
17. Type your thesis statement. This will be ONE sentence that provides a summary of your paper.
18. Tap the return key.
19. Under the paintbrush, select LIST. Select HARVARD. You may need to turn your iPad to portrait orientation.
20. Begin typing your outline.
21. Each time you tap the return key, the next level will show up. (If you are doing Roman numeral I, when you tap return, Roman numeral II will show up. If you are doing A., tapping return will take you to B.)
22. To go from one level to the next (I. to A.), tap the tab with the arrow to the right. This is on the bottom left-hand side.
23. If you need to go BACK a level (C. to II.), tap the tab with the arrow to the left.